CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PK0664			
Classification Specification: Parks/Facilities Planning and Development Specialist_			
Salary Range: NR 27			
Position Description: Parks/Facilities Planning and Development Specialist_			
Incumbent:			
Location: Parks & Recreation – Planning and Development			

GENERAL PURPOSE:

Under the direction of the Parks Planning and Development Superintendent, perform a variety of responsible administrative duties in support of the Parks Planning and Development Division, and process administrative details not requiring the immediate attention of the assigned supervisor.

Work is characterized by paraprofessional, administrative and technical duties in support of the Parks Department's programs and projects. Duties and responsibilities generally include, but are not limited to, providing oral and written communications for the Parks Planning and Development Division, serving as liaison between Parks Department personnel, and other City staff, contractors, consultants, and the public. Incumbent prepares contract documents; assists division staff in grant writing and administration. Incumbent prepares promotional materials such as brochures, informational display boards, division web pages, and other special events materials. Incumbent is responsible for assisting with preparation of the operating and capital budgets.

Work is performed under limited supervision. Supervisor sets the overall objectives and resources available. The incumbent and supervisor work together to develop the deadlines, projects and work to be completed. Incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. Incumbent keeps supervisor informed of progress, potentially controversial matters or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as administrative assistant relieving the supervisor of a variety of clerical, technical and administrative support duties; serve frequently as liaison between the supervisor and the general public, contractors, consultants, management, and other City employees.

Serve as back up for processing and maintaining timesheets/payroll for Parks Planning and Development, Parks Administration and Cultural Divisions.

Assist the Project Managers with various construction projects including, but not limited to, gathering information to compile and prepare bid documents and informal quotes. Bid document information includes scope of work, technical specifications pertinent to each project, sample contracts, and contract compliance information. Distribute bid documents to Plan Centers and sell bid documents to prospective bidders. Maintain an accurate Plan holders list. Prepare and send legal ads advertising the project to selected newspapers. Attend pre-bid meetings, bid openings, and construction progress meetings, prepare and distribute minutes, addenda, and bid tabulation, as necessary.

Prepare and maintain various records, reports and files including plans, quarterly reports, program summaries, expense reports, and volunteer tracking records.

Prepare public works contracts, consultant contracts, goods and service contracts and purchase and sale agreements (including rental agreements, if necessary). Verify insurance and Department of Labor & Industries compliance and process according to City policy. Prepare forms and other documents from typed or handwritten sources, proofread and edit written materials, as required.

Prepare purchase orders, journal entries, inter-fund transfers and employee reimbursements; enter into the JD Edwards system; prepare appropriate and accurate reports; receipt money from bid document sales and donations; prepare revenue reports.

Process contractor and consultant invoices and contract modifications/change orders, insuring that retainage and taxes are computed correctly; track expenses in database system. Prepare Notice to Proceed and Letter of Acceptance, as required. Upon project completion, record warranty information.

Create and maintain an Excel volunteer recording table to track contacts, events, number of volunteers, and number of service hours; prepare a quarterly volunteer performance report for the Finance Department.

Create and maintain web pages for Parks Planning and Parks Maintenance Divisions per City of Kent standards.

Compile information from various sources for approval and preparation of promotional materials, such as Adopt-A-Park information and recording logs, event flyers, brochures, Parks & Facility Guide updates, and materials for other special events; coordinates distribution of these materials.

Maintain the fee-in-lieu of park land dedication and street tree fee-in-lieu databases; tracks payments and prepares fund allocation.

Promote and assist Project Managers in preparing promotional materials and implementation of assigned Parks Programs and activities such as the Tree Education Program, Make-A-Difference Day, Earth Day, National Trails Day, Planned Giving Program, Adopt-A-Park projects, and park dedications.

Communicate with, and respond to a variety of inquiries and complaints from the public, other agencies and City personnel.

Assist Project Managers with preparation of grant applications, edit and format when necessary; perform grant administration; input information into State grant format (PRISM).

Assist Project Managers with permit applications and requisitions.

Maintain division's project files; combine multiple files, archive inactive files and prepare legal files for each park and open space. Legal files contain deeds, easements, legal descriptions, financial tax, zoning and historical information.

Serve as backup for telephones for three divisions (Parks Administration, Parks Cultural, and Parks Planning); greet office visitors; provide information and assistance to callers/visitors including citizens, City employees, contractors, consultants, and various outside agencies; and take messages or refer calls or visitors to appropriate personnel or departments.

Assist in the preparation of the division's operating and capital budget; verify the accuracy of budget information; monitor budget expenses; prepare monthly operating budget status reports.

Track, maintain and allocate employee spending on City procurement cards.

Represent the division on Citywide committees and taskforce as assigned, such as the Information Technology Department Records Management process; complete Records Management inventories as directed by the Consultant and Information Technology; attend Records Management information meetings and training; prepare and implement Records Management process for the division, as determined by consultant.

Arrange public meetings by coordinating meeting space and mailing notices; attend meetings and take notes as requested; maintain public mailing lists.

Prepare and maintain inventories of supplies and equipment requisition purchases, as needed.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Serve as back up to the Administrative Assistant III.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Municipal organization, operations, policies and objectives
- Modern office practices, procedures and equipment including personal computers and related software such as word processing and spreadsheet programs
- Automated registration software programs such as ONEWORLD/JD Edwards financial system, Planned Giving Software (Crescendo), web page management software, and the State grant writing software (PRISM)
- Park and recreational programs in the community, community organizations and resources available to the public
- Basic budgeting procedures including preparation, monitoring, transfers and reporting
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Oral and written communications skills
- Basic bookkeeping and accounting principles, practices and procedures
- Technical aspects of field of specialty, including construction contract terminology, etc.
- Record-keeping techniques
- Basic administrative research methods and practices
- Telephone techniques and etiquette
- Basic bid, contracting, and related construction process requirements

SKILLED IN:

- Demonstrating effective interpersonal skills using tact, patience and courtesy
- Using proper telephone techniques and etiquette to properly assist a diverse assortment of inquiries and persons
- Processing purchase orders, payroll and related records
- Composing and editing correspondence and reports

- Assembling diverse data and preparing reports
- Applying the modern office practices, procedures and equipment including personal computers and related software such as word processing and spreadsheet programs to assigned tasks
- Maintaining inter-related files and records
- Understanding and following oral and written directions

ABILITY TO:

- Perform clerical and administrative duties and relieve the supervisor of administrative details
- Compose, proofread and edit general and special correspondence and reports including letters, memoranda, management reports, etc.
- Establish and maintain effective and cooperative working relationships with others
- Assist in the preparation and monitoring of the division budgeting
- Plan and organize work to meet schedules and timelines
- Work confidentially with discretion; maintain records and files
- Analyze situations accurately and adopt an effective course of action
- Work independently with minimum direction
- Read and comprehend business correspondence, policies and procedures
- Add, subtract, multiply, and divide quickly and accurately
- Compute rate, ratio, and percent and to draw and interpret bar graphs
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Operate a variety of office equipment including personal computer as required

EDUCATION AND EXPERIENCE REQUIRED:

Education: High school diploma, or equivalent, supplemented by college level course

work or training in public or business administration or a related field; and

Experience: Two (2) years of increasingly responsible administrative support or related

experience with public contacts.

Or: In place of the above requirement, the incumbent may possess any

combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the

essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid Washington State Driver's License

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer including spreadsheet and word processing software, printer, telephone, fax machine, copy machine, calculator, and projector.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; talk; and hear. Frequently is required to reach with hands and arms. Occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed primarily in an indoor office environment, subject to multiple interruptions by walk-in citizens and employees, telephone calls, and interoffice activities. Work is sometime performed in an outdoor environment at construction sites. While performing the duties of this job, the employee may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate in the office to loud in the field.

SIGNATURES:			
Incumbent's Signature	Date	Supervisor's Signature	Date
Approval:			
Department Director/Designee	Date	Employee Services Director/Design	nee Date

** Note:

This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised: 04/30/07; 10/31/07